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### 3 INITIAL TESTING

All electronic submitters must complete the initial testing procedures successfully. Entities that submit claims for payment (“bills”) must successfully complete the initial testing procedures for **each claim type and format**, as described in the following sections. For updates to this process, see the numbered policy letters at the MDCH Web site.

#### 3.1 ELECTRONIC TEST FILE SPECIFICATIONS

Prospective electronic submitters should complete internal systems testing to ensure that their billing systems are capable of producing electronic claim files that contain properly prepared and edited claim data. The specifications for these files are found in Section 4 and the appendices to this document.

Each electronic submitter must prepare a test file to be submitted to the Automated Billing Unit. The Automated Billing Unit staff will assign an ID number for the electronic test file.

The **ID Number** (also known as the “Billing Agent ID Number” or “Service Bureau ID”) is a four-digit alpha or numeric code used to identify all electronic files submitted to MDCH; it must be included in all records.

An electronic test file should consist of data from a minimum of 25 previously submitted or new claims. This test file must conform to the specifications outlined in Section 4.

**NOTE:** Claims contained on a test file will not be processed for actual payment.

#### 3.2 INITIAL TEST EVALUATION

Systems tests are evaluated on the basis of four criteria. Failure of **any** of these criteria is considered a failure of the entire test.

1. **Format:** Claim data must be in ASCII format. Records may be fixed or variable length, with the ending spaces dropped.

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2. **Encoding:** Claim data is considered properly encoded if it can be interpreted correctly by the IP system. This includes the Modulus Eleven Check-Digit Routine found in Appendix B2.
3. **Record assembly (UB-92/EMC 5.0 only):** After the claim data has been encoded into the appropriate record format (one record per block separated by a "Carriage Return" (8 "ØD") and a "Line Feed" (8 "ØA")), these records must be properly assembled into claim record sets and an appropriate Claim Reference Number assigned to each record set. Each file will begin with a **header record** and end with a **trailer record** containing the correct record count of the file. (See Appendix B1.)
4. **Claim Editing:** Claim data will be considered properly edited if the explanation codes reported by the IP system do not indicate conditions that must be edited. Significant volumes of any edit or failure to complete the claim as required by the MDCH will also cause the test to fail.

The electronic submitter will be notified of the test results. Specific claim-oriented details of the systems test will be available if the test passes the first three criteria mentioned above.

### 3.3 RETESTING

If the electronic submitter failed any of the criteria, they may submit a new electronic test file after correcting the problems.

**The electronic submitter may request no more than three retests per claim type in any three-month period.**

The initial test and three retests in any one-year period are provided at no charge to the electronic submitter. Any additional retesting may require an additional charge per test.